

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-680 A-2

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Agency
Prince George's County

Division/Unit
Prince George's County Police
Department

Item No	Description	Retention
	THIS AMENDMENT MODIFIES RECORDS RETENTION SCHEDULE C-680 AS FOLLOWS:	
1.	Updated PP. V-XIV.	
2.	Updated Part 1/Subject Index.	
3.	Updated Part 2/Records Operations.	
4.	Added "Criminal Arrest Logs," and re-numbered records categories.	Unit 131: Destroy after 1 year. Other Units: Destroy after 30 days.
5.	Changed retention for Item 303-1 (C1) to meet national standard.	When offender becomes 99. From 80 years to 99 years.
6.	Changed retention for Item 304-1 (C1) to meet national standard.	
7.	Deleted Item 304-2 (2).	Discontinued.
8.	Added Item 304-2 (2).	15 years retention.
9.	Added Unit # for Item 305-15.	
10.	Changed retention for Item 307-9/closed felony cases.	From 10 to 5 years.
11.	Changed retention for Item 307-10:	From 3 years to 1 year.

Approved by Department, Agency, or Division Representative.

Date 4-11-96

Signature [Signature]

Type Name John N. Sfondouris

Title Director, Police Records Center

Schedule Authorized by State Archivist.

Date 4/27/96

Signature [Signature]

[Handwritten notes and signatures]

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(Continuation Sheet)

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Item No	Description	Retention
12.	This Amends Schedule C-680 Added "Offender Registration Records," and re-numbered records categories.	Unit 131: 15 years. Other Units: 1 year.
13.	Changed records description for Item 307-27.	No change.
14.	Changed retention for Item 307-8 to meet national standard.	From 80 years to 99 years.
15.	Changed records description for Item 307-24.	No change.
16.	Added "Canine Records," and re-numbered records	Destroy after 3 years.
17.	Added "Canine Training Records," and re-numbered categories (307-5).	Destroy after 1 year.
18.	Changed retention for item 306-20.	Destroy aftr 3 years.